

# MANISTEE CITY PLANNING COMMISSION

Meeting of Thursday, August 6, 2009

7:00 p.m. - Council Chambers, City Hall, 70 Maple Street,  
Manistee, Michigan

## AGENDA

### I Call to Order

### II Roll Call

### III Approval of Agenda

At this time the Planning Commission can take action to approve the August 6, 2009 Agenda.

### IV Approval of Minutes

At this time Planning Commission can take action to approve the July 9, 2009 meeting Minutes.

### V Public Hearing

#### **PC-2009-07, Manistee Housing Commission, Amend Special Use Permit for a Planned Unit Development (PUD)**

A request has been received from the Manistee Housing Commission for an Amendment to their Special Use Permit for a Planned Unit Development (PUD), Parcel Code #51-713-175-04 Housing Commission Property on Vine Street and Park Place. The amendment would allow the replacement of two single family units with two duplex's (4 units) and establish guidelines for future changes to the property

At this time the Chair shall open the hearing.

The Applicant shall present any comments and explanation of the case.

City Staff shall present staff review

The hearing will be opened for public comments

The hearing will be closed

### VI New Business

#### **PC-2009-07, Manistee Housing Commission, Amend Special Use Permit for a Planned Unit Development (PUD)**

A Public Hearing was held earlier in response to a request from the Housing Commission for an Amendment to their Special Use Permit for a Planned Unit Development (PUD), Parcel Code #51-713-175-04 Housing Commission Property on Vine Street and Park Place.

At this time the Planning Commission can adopt a resolution to approve/deny an amendment for a Special Use Permit for a Planned Unit Development (PUD), Case PC-2009-07 Manistee Housing Commission, Parcel Code #51-713-175-04 (Housing Commission Property on Vine Street and Park Place.

#### **PC-2009-08, Jeff & Sharry Curtis, 141 - 149 Washington Street - Parcel Split**

A request has been received from Jeff & Sharry Curtis, 141-149 Washington Street who are requesting a parcel split. The Curtis's own the "Hotel Northern" building and are asking to split the north two commercial units, 147 & 149 Washington Street, from the remainder of the building.

At this time the Planning Commission can make recommendation to City Council to approve the request for a Parcel Split from Jeff & Sharry Curtis, 141 - 149 Washington Street to split the north two commercial units (147 & 149 Washington Street) from Parcel 51-146-732-03 as shown on a survey prepared by Hepworth Land Surveying, LLC dated July 1, 2009.

#### **PC-2009-09, Edmund Risdon, Vacant Land - Parcel Split**

A request has been received from Edmund Risdon for a Parcel Split. Mr. Risdon owns three vacant parcels on Ninth Street (between Cypress Street and Concord Street). The three parcels are 51-670-711-03, 51-67-711-07, 51-670-711-09. Mr. Risdon is asking to reconfigure the parcels to allow more flexibility for future use.

At this time the Planning Commission can make recommendation to City Council to approve the request for a Parcel Split from Edmund Risdon as shown on survey prepared by Abonmarche Consultants dated June 4, 2009.

### **VII Old Business**

### **VIII Public Comments and Communications**

At this time the Chair will ask if there are any public comments.

### **IX Correspondence**

At this time the Chair will ask if any correspondence has been received to be read into the record.

### **X Staff Reports**

At this time the Chair will ask Staff for their report.

### **XI Members Discussion**

At this time the Chair will ask members of the Planning Commission if they have any items they want to discuss.

### **XII Adjournment**



PLANNING AND ZONING  
COMMUNITY DEVELOPMENT  
231.398.2805  
FAX 231.723-1546  
www.ci.manistee.mi.us

## MEMORANDUM

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TO: Planning Commissioners  
FROM: Denise Blakeslee *DB*  
DATE: July 30, 2009  
RE: August 6, 2009 Planning Commission Meeting

Commissioners, Enclosed is your packet for the August Planning Commission Meeting. We have the following item on the Agenda:

**PC-2009-07, Manistee Housing Commission, Amend Special Use Permit for a Planned Unit Development (PUD)**

A request has been received from the Manistee Housing Commission for an Amendment to their Special Use Permit for a Planned Unit Development (PUD), Parcel Code #51-713-175-04 Housing Commission Property on Vine Street and Park Place. The amendment would allow the replacement of two single family units with two duplex's (4 units) and establish guidelines for future replacemednts.

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If you are unable to make the meeting please call me at 398-2805. See you Thursday!!

.djb



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## MEMORANDUM

---

TO: Planning Commissioners

FROM:  Jen R. Rose  
Community Development Director

DATE: July 30, 2009

RE: Manistee Housing Commission, Amend Special Use Permit for a Planned Unit Development (PUD).

Commissioners, we have received a request from the Manistee Housing Commission to allow the construction of two duplex's where two single family homes were located at their Vine Street and Park Place complex.

It will be stated before the Public Hearing that Denise Blakeslee has declared a conflict of interest for this request. Her son Brandon Jensen is the Project Manager for the Housing Commission. Denise will continue her duties as the Recording Secretary for the Planning Commission, but will not participate in the discussion.

When this request was made it was determined that the Manistee Housing Commission development located on parcel 51-713-715-04 would only be allowed under the Zoning Ordinance as a Planned Unit Development, Review of Article 4 Nonconformities, Section 408 Nonconforming Special Uses reads:

*"Uses that previously existed as permitted uses but which under this ordinance are treated as special uses in the district in which they are located, shall not be considered to be nonconforming. Provided, however, that any subsequent change, expansion or adjustment to such use or its associated site shall be undertaken in compliance with this ordinance."*

This request is being handled as an Amendment to the PUD and because there is not a Special Use Permit in place. It will also establish the Special Use Permit for the PUD. Draft Resolutions of Approval and Denial have been prepared and are included for your review.

The Housing Commission and Spicer Group have included in their request the parameters for the PUD. These include the following:

- ▶ Pages 1 through 5 are graphics of the Master Plan, Zoning, Overall PUD Area, City Streets in development, and PUD Components.
- ▶ The PUD Plan Graphic on page 6 shows how the PUD has been divided into 5 sections (A, B, C, D, and E). *This will assist with any future request to only require the submission of a site plan for the section -vs- the entire site.*
- ▶ The breakdown of the narrative which begins on page 7 which states the parameters for the PUD are as follows:
  1. Density - 15 units per acre. *This is less than the number allowed in the R-3 High Density Residential Zoning District(17 units per acre) but more than allowed in the Master Plan for Medium Density Residential (8 to 10 units per acre).*
  2. Lot coverage - not greater than 60%. *This matches the current limit in the R-3 High Density Residential Zoning District.*
  3. Buildable areas - shown in green. *This will establish the area in which structures can be built within the development while allowing flexibility to reconfigure the site as future needs arise.*

Setbacks - shown in yellow and blue. The R-3 High Density Residential Zoning District requires a 15 foot front yard set-back and 10 foot side and rear yard set-back. *With a PUD adjustments can be made to set-back requirements. Discussion with staff and the Site Plan Review Committee Led to the consensus that the project should maintain:*

- ▶ *For Areas D & E a 15 foot front yard set back on Vine Street and Park Place would be required (blue).*
  - ▶ *Area B the East property line would be allowed a zero setback which has received approval from the Fire Chief.*
  - ▶ *A 10 foot setback will be required for the remainder of the site (yellow).*
4. Height - not to exceed 35 feet. *This is consistent with the height requirement in the R-3 High Density Residential Zoning District.*
  5. Maximum number of units per building - not to exceed 4. *This is at the request of the developer not a requirement of the Zoning Ordinance.*

6. Minimum unit square footage - 500 sq. ft. *This is consistent with the minimum square footage for a unit in the R-3 High Density Residential Zoning District.*
7. Width of buildings - not less than 20 feet wide. *This is consistent with the minimum building width in the R-3 High Density Residential Zoning District.*
8. Off street parking spaces for units that front on Park Street and Vine Street - 1 space per unit. *Under a PUD adjustments can be made to parking requirements. The ordinance requires 2 spaces per unit. The Housing Commission has documented (through the requirement that residents must register their vehicles) that for the 38 current units on site from 2006 to 2009 the maximum vehicles registered were 26 . Currently parking is off street/within the right-of-way for the remaining units.*
9. Fire Safety separation between buildings - minimum 20 foot perimeter clearance on no less than 75% of the buildings' exterior walls. *This is consistent with the requirements for the Harbor Village PUD.*

- ▶ Pages 9 through 12 answer the Questions from the Application.

On July 13, 2009 the Site Plan Review Committee reviewed the plan and has forwarded it to the Planning Commission for consideration. (Notes from meeting attached)

Jim Johnson, Abonmarche City Engineer submitted a letter on July 22, 2009 with concerns. The letter was forwarded to the Housing Commission and the Spicer Group.

On July 27, 2009 new plans were received from the Spicer Group to address the Engineer's Concerns. These are the final plans and are included in your packets.

Jim Johnson had one remaining issue after review of the new plans. He sent a letter on July 28, 2009 regarding drainage. This letter was forwarded to the Housing Commission and the Spicer Group.

***This item is still outstanding.***

My review of the request shows that this since the project was developed in the late 1960's and currently exists and review of the parameters of the PUD the amendment request is reasonable and should be considered by the Commission.

Review of the application, the parameters established by the application and supporting documentation that a Special Use Permit for a Planned Unit Development should be issued and recorded for this development.

:jtr



## Planning Commission

# SPECIAL USE PERMIT APPLICATION For a Planned Unit Development

Manistee Housing Commission  
Applicant  
273 6th Avenue  
Address  
Manistee, MI 49660  
City, State, Zip Code  
Phone Numbers (Work) 231-723-6201  
(Home) \_\_\_\_\_

### FOR OFFICE USE ONLY:

Case number PC-2009-07  
Date Received 7-13-09  
Fee Received \$750.00  
Receipt Number 19108  
Hearing Date 8-10-09  
Action Taken \_\_\_\_\_  
Expiration Date of Permit \_\_\_\_\_

### MINIMUM FEE FOR SPECIAL USE PERMIT FOR A PLANNED UNIT DEVELOPMENT \$750.00

A Special Use application for a Planned Unit Development shall be submitted and processed according to the following procedures:

**PUD Application.** A planned unit development application shall be submitted to the Planning Commission for review, analysis, and recommendation. An application fee is required and shall be non-refundable. The City Council shall by resolution establish the amount of the application fee. All land for which application is made must be owned by or under the control of the applicant, and the parcel must be capable of being planned and developed as one integral unit including any non-contiguous parcels. The application must be signed by all applicants and must contain the materials described in this Section. Failure of the applicant to provide such requested information in a timely manner may delay the process of review. The following shall accompany a planned unit development special use application, unless waived by the Planning Commission:

1. A detailed narrative description of the applicant's intent and objectives (physical, social, and environmental).  
 Attached
2. A certified boundary survey and legal description of the property.  
 Attached
3. A statement of present ownership of all land contained in the PUD.  
 Attached
4. Population profile for the development.  
 Attached

5. Proposed financing.  
 Attached
6. Development staging.  
 Attached
7. Estimated impact of the proposed development on roads, schools, and utilities, including water and sewer, fire protection and emergency services.  
 Attached
8. Waste emissions and methods of handling smoke, dust, noise, odors, liquid and solid wastes, and vibrations, if applicable.  
 Attached
9. Market and economic feasibility.  
 Attached
10. Such other information pertinent to the development or use.  
 Attached
11. Twelve (12) copies of a Preliminary Site Plan, that includes all the requirements of Article 22 plus:
  - a. A scale drawing of the site and proposed development thereon, including the date, name and address of the preparer, a certified boundary survey and legal description of the property.  
 Attached
  - b. Property parcel number (from the Assessment Roll of the City).  
 Attached
  - c. Existing and proposed topography of the site at two (2) foot contour intervals, its relationship to adjoining land, and proposed changes in topography.  
 Attached **WAIVED**
  - d. Illustration of existing natural and man-made features, existing land use and zoning for the entire site and surrounding area within one hundred (100) feet.  
 Attached
  - e. All water features; springs, streams and creeks, lakes and ponds, wetlands, and flood plains.  
 Attached
  - f. Proposed setbacks from property lines and building separations distances.  
 Attached
  - g. Locations, heights and sizes of existing and proposed structures and other important features.  
 Attached

- h. A rendering of the exterior elevation of the proposed buildings and structures, on-site parking, sidewalks, and travel lanes.  
 Attached
- i. A land use tabulation summary shall be provided indicating types of uses, acreage for each land use, number of units, densities and land use intensities.  
 Attached
- j. The percentage of land covered by buildings, parking and landscape open space, or preserved open space.  
 Attached
- k. Dwelling unit density where pertinent.  
 Attached
- l. Location of public and private rights-of-way and easements contiguous to and within the proposed development which are planned to be continued, created, relocated or abandoned, including grades and types of construction of those upon the site.  
 Attached
- m. Curb-cuts, driving lanes, parking, and loading areas.  
 Attached
- n. Location and type of drainage, sanitary sewers, storm sewers, and other facilities.  
 Attached
- o. Location and nature of fences, landscaping and screening. The proposed landscape massing, open spaces and their intended use, active and passive recreation facilities pursuant to the landscaping and buffering standards of Section 531.  
 Attached
- p. Signage characteristics and on-site illumination.  
 Attached
- q. The location of all existing trees having five (5) inches or greater diameter at breast height, identified by common or botanical name. Trees proposed to remain, to be transplanted or to be removed shall be so designated. Cluster of trees standing in closed proximity (3-5 feet or closer) may be designated as a "stand" of trees, and the predominant species, estimated number and average size shall be indicated.  
 Attached
- r. Any additional material information necessary to consider the impact of the project upon adjacent properties and the general public, as may be requested by the Planning Commission.  
 Attached

CERTIFICATION AND AFFIDAVIT:

The undersigned affirm(s) that he/she/they is/are the  owner,  leasee,  owner's representative,  contractor involved in the application; and that the information included in this application is correct. Further, if the request is approved, the applicant will comply with all of the requirements of the City of Manistee Zoning Ordinance and certifies that measures proposed to mitigate adverse impacts will be completed in a timely fashion.

The undersigned, by signing the Application, agrees to pay any and all fees and escrow payments in full as provided in Article 27.

Signature (s) of Applicant (s):    Delt R Egg     
   Brent R. [Signature]     
\_\_\_\_\_

Dated    7/13/09   

By checking this box permission is given for Planning Commission Members to make a site inspection if desired.

yes     no    Please indicate if the applicant will be tax exempt, applying and/or eligible for tax abatements, credits, or deferments for this proposed project.

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Site Plan Information required in Application:**

Project Name: Housing Commission PUD Amendment

- A. Detailed Site Plan. A detailed site plan shall be required for all uses other than those that may submit a basic site plan. Detailed site plan shall include twelve (12) copies of all required information, one 11x 17 size copy of request, and and twenty-five (25) copies of any documents rendered in color. It shall be prepared by an Engineer, Architect, Landscape Architect or Planner licensed to work in Michigan and shall include and illustrate at a minimum the following information:
1. A scale drawing of the site and proposed development thereon, including the date, name, address and professional seal of the preparer. In no instance shall the scale of the drawing be greater than one inch equals 20 feet nor less than one inch equals 200 feet. One copy shall be submitted in a photo-reduced form on 17" x 11" paper.  
 Included  
 Waived by \_\_\_\_\_ [Planning Commission reserves the right to require the information at a later date]
  2. The scale of the drawing and north arrow.  
 Included  
 Waived by \_\_\_\_\_ [Planning Commission reserves the right to require the information at a later date]
  3. A vicinity map illustrating the property in relation to the surrounding street system.  
 Included  
 Waived by \_\_\_\_\_ [Planning Commission reserves the right to require the information at a later date]
  4. Topography of the site and its relationship to adjoining land illustrated at 2-foot contours and including an area extending 100 feet from the parcel boundary.  
 Included  
 Waived by P [Planning Commission reserves the right to require the information at a later date]
  5. Existing man-made features, including buildings, fences, landscaping, parking, screening and the locations, heights and footprint of each.  
 Included  
 Waived by \_\_\_\_\_ [Planning Commission reserves the right to require the information at a later date]
  6. Illustration of all proposed improvements and buildings, fences, landscaping, parking and screening, including location, height, footprint of each.  
 Included  
 Waived by \_\_\_\_\_ [Planning Commission reserves the right to require the information at a later date]
  7. Setback lines and their dimensions.  
 Included  
 Waived by \_\_\_\_\_ [Planning Commission reserves the right to require the information at a later date]
  8. Percentage of land covered by buildings and impervious surfaces and that reserved for open space.  
 Included  
 Waived by \_\_\_\_\_ [Planning Commission reserves the right to require the information at a later date]

Project Name: Housing Commission PUD Amendment

9. Dwelling unit density where pertinent; including a density schedule demonstrating number of each dwelling type, if applicable.  
 Included  
 Waived by \_\_\_\_\_ [Planning Commission reserves the right to require the information at a later date]
10. Project phasing, if applicable.  
 Included  
 Waived by \_\_\_\_\_ [Planning Commission reserves the right to require the information at a later date]
11. Location of public and private rights-of-way and easements contiguous to and within the proposed development which are planned to be continued, created, relocated or abandoned, including grades and types of construction of those upon the site.  
 Included  
 Waived by \_\_\_\_\_ [Planning Commission reserves the right to require the information at a later date]
12. Curb-cuts, driving lanes, parking and loading areas, including the number of parking spaces and parking calculations; vehicular circulation patterns and features, location and size of all parking spaces and the identification of service lanes and parking.  
 Included  
 Waived by \_\_\_\_\_ [Planning Commission reserves the right to require the information at a later date]
13. Curb-cuts and driveways on adjacent properties.  
 Included  
 Waived by \_\_\_\_\_ [Planning Commission reserves the right to require the information at a later date]
14. Location and type of drainage, sanitary sewers, storm sewers and other facilities, including surface and subsurface drainage for all impermeable surfaces on the site and all drainage calculations.  
 Included  
 Waived by \_\_\_\_\_ [Planning Commission reserves the right to require the information at a later date]
15. Existing and proposed water main, sanitary and storm sewer, natural gas, electric, telephone, cable television and other utilities, the proposed location of connections to existing utilities and any proposed extensions thereof.  
 Included  
 Waived by \_\_\_\_\_ [Planning Commission reserves the right to require the information at a later date]
16. Proposed changes to the topography of the site illustrated at no greater than two (2) foot contours.  
 Included  
 Waived by RF [Planning Commission reserves the right to require the information at a later date]
17. Soil erosion and sediment control measures which shall include preventative soil erosion devices or measures, both during and after any site work related to the development.  
 Included  
 Waived by RF [Planning Commission reserves the right to require the information at a later date]

Project Name: Housing Commission TUD Amendment

18. Detail on proposed signage including an illustration of all proposed signs, their surface area, height and nature of illumination, in accordance with Article 21.
- Included
- Waived by \_\_\_\_\_ [Planning Commission reserves the right to require the information at a later date]
19. A lighting plan in conformance with Section 525.
- Included
- Waived by \_\_\_\_\_ [Planning Commission reserves the right to require the information at a later date]
20. A written and illustrated landscape plan prepared in accord with Section 531 of this Zoning Ordinance.
- Included
- Waived by \_\_\_\_\_ [Planning Commission reserves the right to require the information at a later date]
21. If the parcel is a result of a parcel division undertaken after the adoption of this Ordinance, the site plan shall illustrate all structures and buildings, drawn to scale located on the previously undivided property.
- Included
- Waived by R [Planning Commission reserves the right to require the information at a later date]
22. Any additional material information necessary to consider the impact of the project upon adjacent properties and the general public as may be requested by the Zoning Administrator or the Planning Commission.
- Included
- Waived by \_\_\_\_\_ [Planning Commission reserves the right to require the information at a later date]
23. Any required approvals, permits, changes or modifications required by any applicable regulatory agency.
- Included
- Waived by \_\_\_\_\_ [Planning Commission reserves the right to require the information at a later date]
24. Special Groundwater Protection shall be subject to Section 2203.D.24
- Included
- Waived by R [Planning Commission reserves the right to require the information at a later date]

The Zoning Administrator may, with the approval of the Planning Commission, waive the submission of materials outlined in this Section if such materials are determined to be not applicable to the proposed Special Use or relevant to the consideration of the Planning Commission.



North

### Manistee Housing Commission

Parcel Code #51-713-175-04

Housing Commission property on  
Vine Street and Park Place

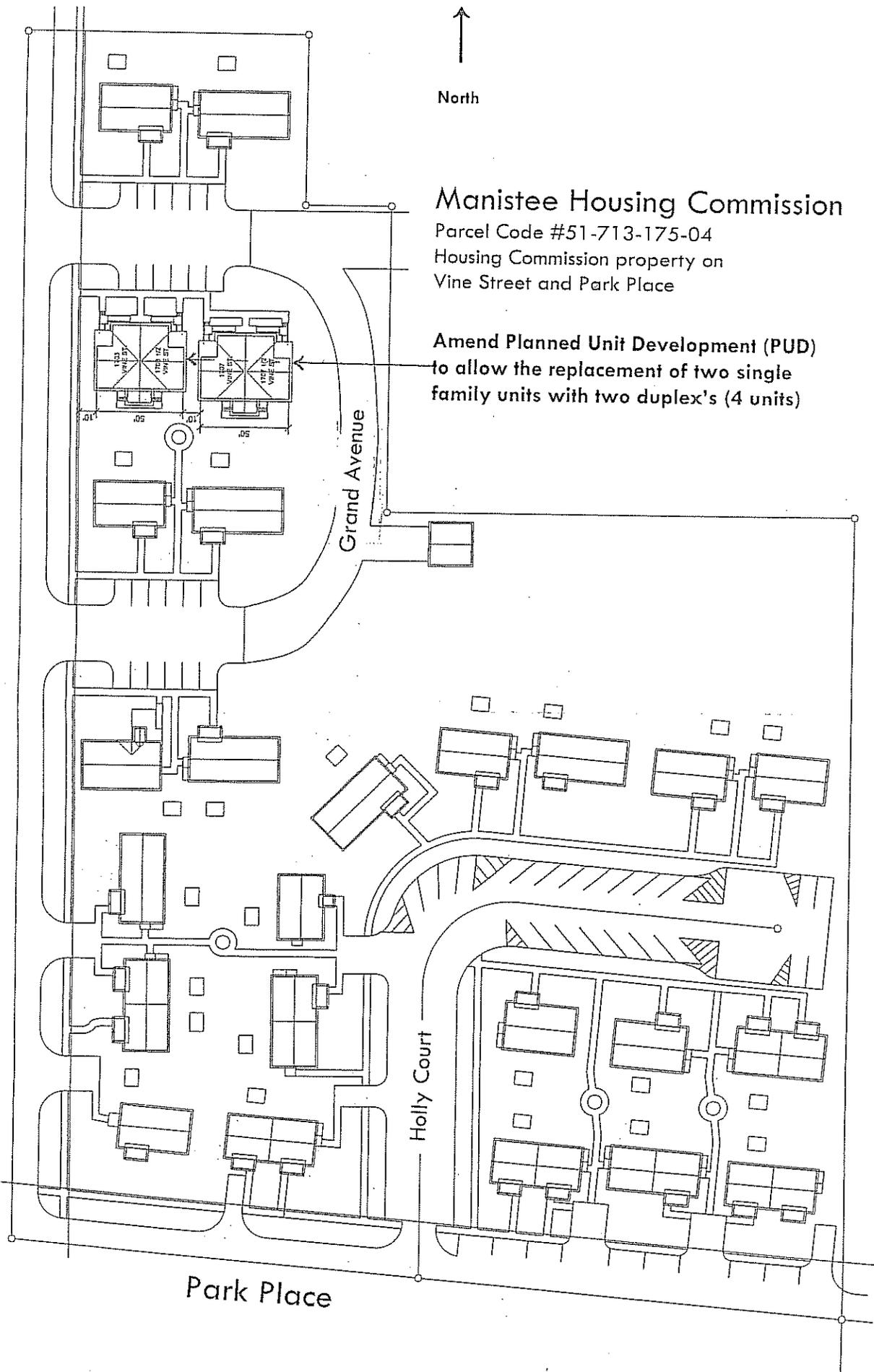
**Amend Planned Unit Development (PUD)**  
to allow the replacement of two single  
family units with two duplex's (4 units)

Vine Street

Grand Avenue

Holly Court

Park Place



**Site Plan Review Committee  
Meeting of July 13, 2009  
4:00 p.m. in Second Floor Conference Room**

Members Present: Maureen Barry, Eric Gustad, Roger Yoder

Others: Brandon Jensen (City of Manistee Housing Commission), Robert Eggers (Spicer Group), Jon Rose (Community Development Director), and Denise Blakeslee (Planning & Zoning)

This meeting was called as required under Section 1870.E of the Zoning Ordinance for an Amendment to a Planned Unit Development for the City of Manistee Housing Commission.

Jon Rose explained that the City of Manistee Housing Commission development located on parcel 51-713-715-04 would only be allowed under the Zoning Ordinance as a Planned Unit Development Review of Article 4 Nonconformities, Section 408 Nonconforming Special Uses reads:

*“Uses that previously existed as permitted uses but which under this ordinance are treated as special uses in the district in which they are located, shall not be considered to be nonconforming. Provided, however, that any subsequent change, expansion or adjustment to such use or its associated site shall be undertaken in compliance with this ordinance.”*

The request from the Housing Commission is to allow the construction of two duplex's where two single family homes were previously demolished. Since the buildings are larger and exceed the previous footprint an amendment to the PUD is required. Also since no PUD is currently in place this request results in the creation of a PUD/Special Use Permit.

Brandon Jensen spoke of the Housing Commission properties. The Housing Commission is limited to 220 units of Public Housing under HUD. In addition to the Vine Street Site (where the proposed PUD is located), they have two high rises (Century Terrace and Harbor View), and other scatter housing units in the City (Jefferson Street, Concord Street and Twelfth Street). If in the future they were to sell the scattered site housing units they would like the flexibility to increase the number of units in the Vine Street Site from 34 units to 48 units.

Robert Eggers, Spicer Group went through the request with the members of the Site Plan Review Committee.

Discussion on the project included:

- ▶ Set-backs
- ▶ Density
- ▶ Parking

- ▶ Building Separation
- ▶ Lot Coverage
- ▶ Fire Access
- ▶ Height Restrictions

MOTION by Maureen Barry, seconded by Eric Gustad that the Site Plan Review Committee recommend to the Planning Commission to approve the PUD amendment for the City of Manistee Housing Commission.

MOTION CARRIED UNANIMOUSLY

A Public Hearing will be scheduled for August 6, 2009.

Meeting Adjourned at 5:48 p.m.

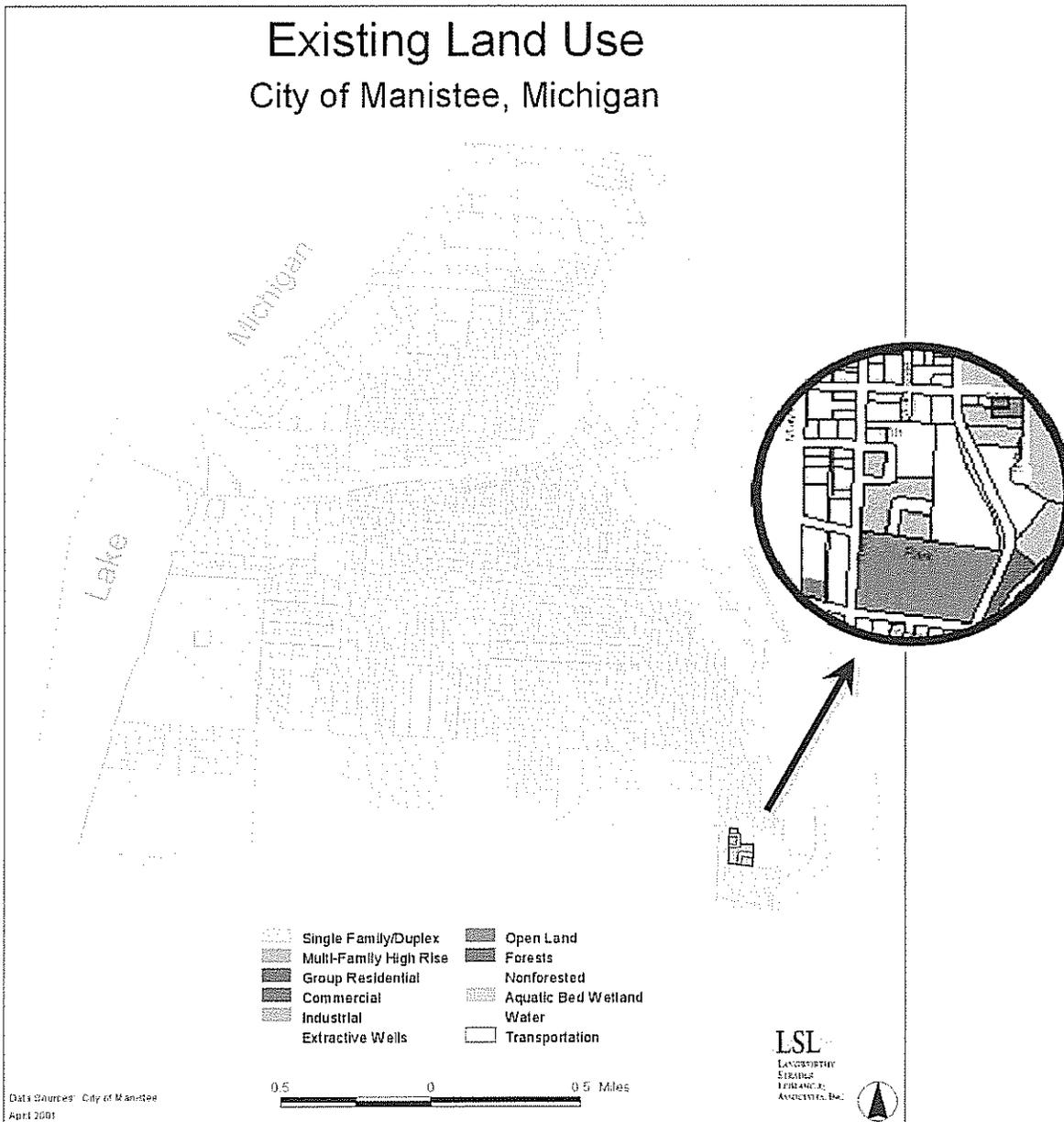
Respectfully Submitted

  
Denise J. Blakeslee, Recording Secretary  
City of Manistee Planning Commission

# Manistee Housing Commission

*PUD Application to the City of Manistee: Vine St & Holly Ct*

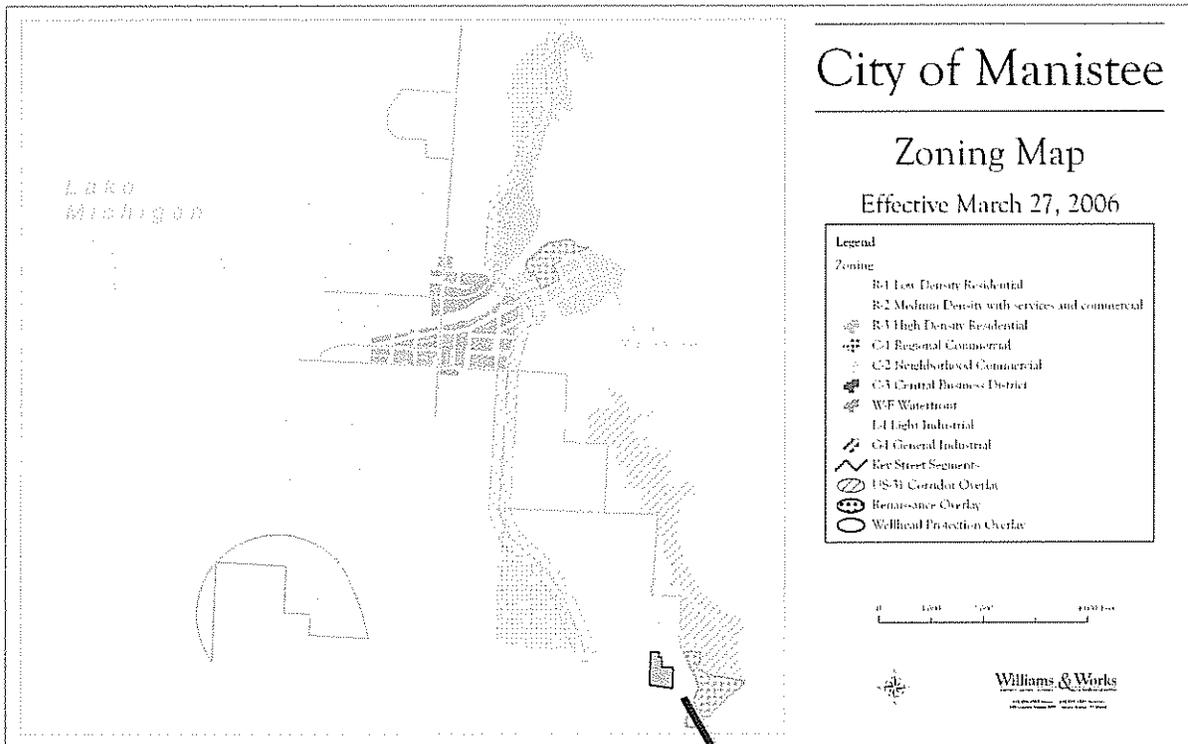
## Existing Land Uses



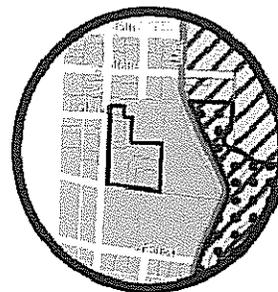
# Manistee Housing Commission

*PUD Application to the City of Manistee: Vine St & Holly Ct*

## Zoning



● R-3 High Density Residential



# Manistee Housing Commission

*PUD Application to the City of Manistee: Vine St & Holly Ct*

**Overall PUD Area**



# Manistee Housing Commission

*PUD Application to the City of Manistee: Vine St & Holly Ct*

## City Streets



# Manistee Housing Commission

*PUD Application to the City of Manistee: Vine St & Holly Ct*

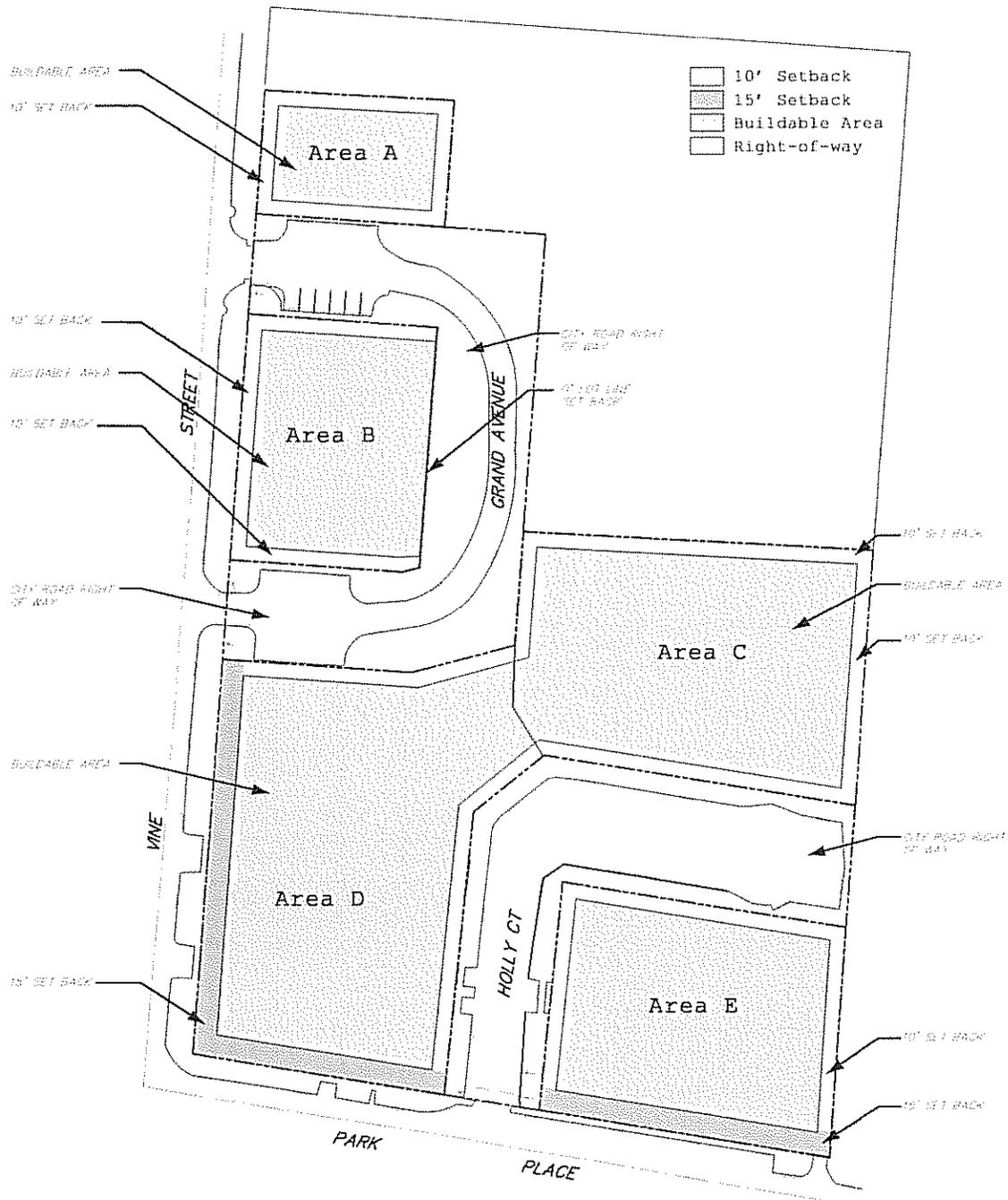
## PUD Components



# Manistee Housing Commission

## PUD Application to the City of Manistee: Vine St & Holly Ct

### PUD Plan - Graphic



# Manistee Housing Commission

## *PUD Application to the City of Manistee: Vine St & Holly Ct*

### **PUD Plan – Narrative**

The intent of the proposed PUD is to allow flexibility in the redevelopment of the Vine Street neighborhood area. Specifically the area under control by the City of Manistee Housing Commission (CMHC).

CMHC has long range plans to replace the outdated and poor condition homes in this area. Many of the existing buildings are over 50 years old. Furthermore, the existing homes are outdated regarding style, amenities, accessibility, mechanical systems and energy efficiency. CMHC has begun the process to replace some of these housing units. The approval of this PUD will allow CMHC and the City of Manistee to work jointly on this neighborhood improvement endeavor.

The proposed Planned Unit Development will be limited by the following parameters:

1. The overall housing density will be less than that allowed within the R-3 district, which is 17 units per acre. This proposed PUD development will limit the density to 15 units per acre.
2. The proposed PUD shall have no greater than 60% lot coverage by buildings. This matches the current limit in the R-3 district.
3. The proposed PUD shall have buildable areas (shown in green) as indicated on the previous page called, PUD Plan – Graphic. The buildable areas shall have building setback limits as indicated (shown in yellow and blue) on the PUD Plan.
4. No building within the proposed PUD shall exceed 35 feet in height, which is consistent with the R-3 district regulations.
5. No single building shall have greater than four (4) dwelling units in one building.
6. The minimum dwelling unit square footage shall be consistent with the R-3 district, which is 500 square feet.
7. No dwelling shall be constructed within the proposed PUD which is less than 20 feet in width.
8. The PUD development will accommodate one parking space per dwelling unit of off street parking for dwelling units that front on Park Street and Vine Street.

9. For fire safety separation, all buildings located in the PUD shall have a minimum 20 foot perimeter clearance on no less than 75% of the buildings' exterior walls.

## Manistee Housing Commission

### *PUD Application to the City of Manistee: Vine St & Holly Ct*

#### **Property Description**

Part of the Southeast 1/4 of the Northeast 1/4, Section 13 T21N R17W. City of Manistee, Manistee County, MI, Commencing at the intersection of the East line of Vine Street and the North Line of GOVT Lot 2, thence East 419.78 feet, thence South 330.76 feet for Point of Beginning, thence South 400 feet to the North line of C Reitz City Park, thence North 84°-22' West 423.47 feet to East line of Vine Street, thence North 634.85 feet, thence East 125 feet, thence South 83.46 feet, thence East 66 feet, thence South 195.96 feet, thence East 229.78 feet to point of beginning. EXC commencing at the Southwest Corner of said Northeast 1/4, thence South 88°-19'-10" East 1652.8 feet, thence North 1062.95 feet, thence East 33 feet to point of beginning, thence East 125 feet, thence North 71°-07'-30" East 70.09 feet, thence North 270.96 feet, thence West 191 feet, thence South 66 feet, thence East 125 feet, thence South 158.26 feet, thence South 71°-07'-30" West 11.78 feet, thence West 113.84 feet, thence South 66 feet to point of beginning. ALSO EXC commencing at the intersection of the East line of Vine Street and the North Line GOVT Lot 2, thence South 684.85 feet, thence South 84°-22' East 167.71 feet for point of beginning, thence North 02°-08' East 186.68 feet, thence North 47°-33' East 59.20 feet, thence South 84°-20' East 206.07 feet, thence South 80.35 feet, thence North 84°-20' West 188.74 feet, thence South 02°-08' West 150.75 feet, thence North 84°-22' West 62.12 feet to point of beginning. 3.51 A M/L.

# Manistee Housing Commission

## *PUD Application to the City of Manistee: Vine St & Holly Ct*

### **Application Narrative**

CMHC is proposing a PUD of the site in question to begin the replacement of housing stock that is needed to complete their overall master plan. The proposed PUD is for the entire site which will provide flexibility in construction, and to certain degree, site design.

#### **1. A detailed narrative description of the applicant's intent and objectives (physical, social, and environmental)**

The CMHC is proposing to place two structures on the existing Vine Street site. Each structure will contain two, two-bedroom units. The approximate size of each unit will be 770 square feet or 1,540 square feet per building. Each unit will have an attached exterior service storage shed and fair housing compliant bathroom. No other out-buildings will be constructed for the purpose of this development plan.

It is the intent of CMHC to build two new duplexes within the current neighborhood of homes at the corner of Park and Vine. The new duplexes are intended to replace two homes that were existing on the site but were demolished due to occupant damage.

#### **2. A certified boundary survey**

A certified boundary survey and legal description has been provided.

#### **3. A statement of present ownership of all land contained in the PUD**

The City of Manistee Housing Commission has control of the site and has retained control of the site since 1968 when it was purchased by HUD for the development of public housing to serve Manistee County residents. The CMHC will continue its control and operation of the structures on the site after the completion of the new unit construction.

The current property is owned by the CMHC. There will be no change of ownership as part of this PUD plan.

# City of Manistee Housing Commission

273 Sixth Avenue  
Manistee, MI 49660

Phone: (231) 723-6201

Fax: (231) 723-8900

TDD/TTY: (800) 545-1833, ext. 870

Email: [manisteehousing@manisteehousing.com](mailto:manisteehousing@manisteehousing.com)

June 30, 2009

City of Manistee Fire Department  
Attn: Sid Scrimger  
281 First Street  
Manistee, MI. 49660

Dear Mr. Scrimger,

It was a pleasure meeting with you on June 30, 2009 regarding the Planned Unit Development (PUD) being proposed by the City of Manistee Housing Commission (CMHC). The current concern for the PUD is involving emergency access to the proposed structures (See Attachment D for draft site plan). The CMHC and its architect for this project, The Spicer Group, are proposing a zero setback along the east line of the property area indicated on Attachment E. The current roadway is approximately 12'-15' in width and is currently zoned with a 66' ROW. This large ROW is creating problems with the available building site. The CMHC would like the City of Manistee Fire Departments (MFD) clearance to write the PUD language in a way that allowed building within the setback of the ROW, but not encroaching on the physical ROW, and not affect the public safety measures required by the MFD. Since the MFD will review the final PUD once it is submitted to the City of Manistee, this will be an excellent way to communicate the support of the MFD to the City of Manistee Zoning officials, as well as the Site Plan Review Committee of the Planning Commission, regarding the zero setback, and yet maintaining adequate public safety clearance.

As you can see there is approximately 25'-35' of grassy area to the west of the road which will remain untouched and may be used for emergency access. There will also be ample front and rear yard setbacks in order to maintain emergency passage.

I look forward to hearing from you and please feel free to contact me with any questions or concerns you may have regarding the PUD or any of the attached documentation.

Sincerely,



Brandon Jensen  
Project Manager

*Enclosures:*  
*Attachment A-E*



281 First Street • Manistee, Michigan 49660-1755

**FIRE DEPARTMENT**

Phone 231-723-1549

FAX 231-723-3519

July 1, 2009

Brandon Jensen  
City of Manistee Housing Commission  
273 Sixth Street  
Manistee, MI 49660

Dear Brandon,

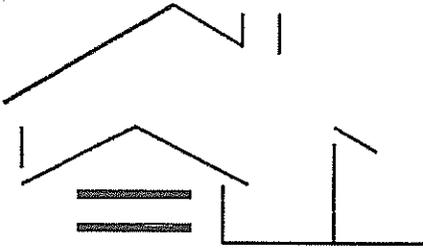
I have reviewed your letter dated June 30, 2009 and the attached plans. I do not foresee any fire problems with the plan as proposed.

Sincerely,

Sid Scrimger, Fire Chief  
City of Manistee Fire Department  
[sscrimger@sbcglobal.net](mailto:sscrimger@sbcglobal.net)

cc: Jon Rose, Community Development

SS:cw



# City of Manistee Housing Commission

273 Sixth Avenue  
Manistee, MI 49660

Phone: (231) 723-6201

Fax: (231) 723-8900

TDD/TTY: (800) 545-1833, ext. 870

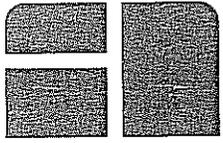
Email: [manisteehousing@manisteehousing.com](mailto:manisteehousing@manisteehousing.com)

July 23, 2009

RE: City of Manistee Housing Commission Scattered Site Development (MI-078-001) parking information.

<b>Year</b>	<b>Vehicle Count (max amount)</b>	<b>Car's Required Tag (y/n)</b>
2006	26	y
2007	20	y
2008	18	y
2009	16	y

All vehicles included in the count have a yellow "City of Manistee Housing Commission" sticker on the rear bumper (approximately 3"x3" in size). All tenants with vehicles are required to have their vehicle registered with the CMHC. Vehicle registration is no charge to the tenant.



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SURVEYORS

361 First Street  
Manistee, MI 49660

T. 231-723-1198

F. 231-723-1194

www.abonmarche.com

---

BENTON HARBOR, MI  
SOUTH HAVEN, MI  
SOUTH BEND, IN  
FORT WAYNE, IN

July 21, 2009

Jon Rose  
Community Development Director  
City of Manistee  
70 Maple Street  
P.O. Box 358  
Manistee, MI 49660

Re: Engineer Review Comments  
Plan Review/ Housing Commission  
Job# DA-1167-03/ Spicer Group.

Dear Mr. Rose:

Abonmarche has completed an engineering review of the PUD Housing Commission plans dated July 2009. It is understood that the applicant is working with the City in amending the existing PUD by adding two duplex units within defined area B. The following is a list of recommendations prior to City final approval.

- 1) The applicant should illustrate proposed water, sewer and storm mains and/ or leads. If utilizing existing leads the plans should note as such.
- 2) The applicant should identify proposed drainage patterns around the proposed units to ensure no ponding will occur.
- 3) The applicant should clearly identify proposed infrastructure such as sidewalks.
- 4) The applicant should identify proposed grade elevations around all units including proposed sidewalks.
- 5) The applicant should clarify the use of existing curb cuts. Will existing curb cuts be left for future use and/ or will additional curb cuts be required.
- 6) Survey plan sheet notes that applicant is still waiting on information from utilities. It is suggested that information be obtained and illustrated on plan prior to approval to ensure no conflict occur with proposed infrastructure.



It is our understanding that as additional units are proposed, additional engineer reviews will be required.

If you have any question please call me anytime.

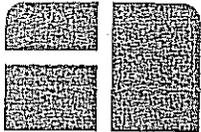
Sincerely,

ABONMARCHE

A handwritten signature in black ink, appearing to read "James P. Johnson".

James P. Johnson, P.E.

JPJ/wek



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Manistee, MI 49660  
T. 231-723-1198  
F. 231-723-1194  
[www.abonmarche.com](http://www.abonmarche.com)

BENTON HARBOR, MI  
SOUTH HAVEN, MI  
SOUTH BEND, IN  
FORT WAYNE, IN

July 28, 2009

Jon Rose  
Community Development Director  
City of Manistee  
70 Maple Street  
P.O. Box 358  
Manistee, MI 49660

Re: Engineer Review Comments  
Second Submittal, received on July 28, 2009  
Plan Review/ Housing Commission  
Job# DA-1167-03/ Spicer Group.

Dear Mr. Rose:

Abonmarche has completed an engineering review of the PUD Housing Commission plans dated July 2009, second submittal. After discussions with the City the items outlined in Abonmarche's review letter dated July 21, 2009 have been addressed with the exception of item number 2. After review of the submitted grading plans for the two proposed units, it is unclear how rain water from the south of the units will discharge from the site.

The applicant should provide a letter giving assurance that the grounds around the proposed units will be graded in a manner as to provide positive drainage patterns and will not allow any ponding within the graded areas during a rain event. This letter would then satisfy item number 2.

Abonmarche feels that all items as listed in review letter dated July 21, 2009 should be addressed during each future site plan review submittal.

If you have any question please call me anytime.

Sincerely,

ABONMARCHE

James P. Johnson, P.E.

JPJ/wek



July 30, 2009

Jon Rose  
City of Manistee  
Community Development Director  
P.O. Box 358  
70 Maple Street  
Manistee, MI 49660-0358  
(231) 398-2805

RE: Review Letter from Abonmarche  
City of Manistee Housing Commission

Jon:

It is our intent, when completed, that the proposed duplex units located on Vine Street will have positive drainage away from the units and will further allow for the water to drain away from the backyard areas. This will limit ponding during rain events.

Should you have any questions, please feel free to contact me.

Respectfully,

A handwritten signature in black ink, appearing to read "R. R. Eggers", with a horizontal line extending to the right.

**Robert R. Eggers, AICP**  
Principal/Senior Planner

**SPICER GROUP, INC.**  
230 S. Washington Avenue  
Saginaw, MI 48607  
Phone: (989) 754-4717 ext. 5568  
Fax: (989) 754-4440  
mailto: [robe@spicergroup.com](mailto:robe@spicergroup.com)

Cc: SGI file 117941SG2009  
Brandon Jensen, CMHC

q:\proj2009\117941sg2009-cmhc\_vine\_street\corresp\2nd review letter.doc



PLANNING AND ZONING  
COMMUNITY DEVELOPMENT  
231.398.2805  
FAX 231.723-1546  
www.ci.manistee.mi.us

## MEMORANDUM

---

TO: Planning Commissioners

FROM: Denise J. Blakeslee   
Planning & Zoning

DATE: July 29, 2009

RE: Jeff & Sharry Curtis, 141 - 149 Washington Street - Parcel Split Request

Commissioners, we have received a Parcel Split request from Jeff & Sharry Curtis, 141-149 Washington Street. This is the "Hotel Northern" property on Washington Street.

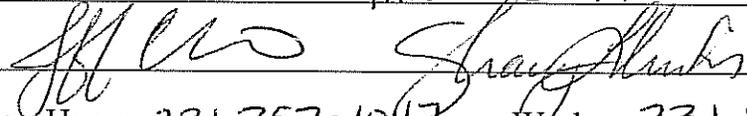
Mr. & Mrs. Curtis are asking to split the North two commercial units 147 & 149 Washington Street from the remainder of the building. This building is located in the C-3 Central Business District. The proposed split meets the Minimum Lot Area (2,500 sq. ft.), Minimum Lot Width (25 feet) and complies with the zero front and side yard set-backs.

While the request meets the requirements of the Zoning Ordinance the Building Inspector is scheduled to meet with Mr. Curtis on Friday, July 31<sup>st</sup> to discuss any Building Code concerns. If there are any concerns we will discuss them at the meeting.

:djb

# Request to Split a Parcel

Name and Address of Applicant: JEFFE SHARRY CURTIS  
141-149 WASHINGTON ST  
MANISTEE MI 49660

Signature   
Phone Numbers: Home 231 757-1047 Work 231 845-7004  
STORE 231 887-4078

Name and Address of other parties who have an interest: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_  
Phone Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_

Parcel Identification Numbers for all parcels involved: PP# 51-146-732-03  
\_\_\_\_\_  
\_\_\_\_\_

Reason for request: LIKE TO SPLIT AND SELL  
147 & 149 WASHINGTON  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attach a sketch or site plan of all parcels involved in the request. The sketch must include the location of buildings and/or structures, building set-backs, streets, street names and lot dimensions.**

Fee: \$100.00 for first split + \$50.00 for each additional split. Receipt # 19224



## BUILDING INSPECTOR

231.398.2806

FAX 231.723-1546

www.ci.manistee.mi.us

## MEMORANDUM

---

TO: City of Manistee Planning Commission

FROM: Mark W. Niesen  
Building Inspector

DATE: August 6, 2009

RE: 141 - 149 Washington Street

M.W.N.  
8.6.09

Commissioners, I met with Jeff Curtis owner of 141-149 Washington Street. Mr. Curtis has requested to split the north two commercial units (147 & 149 Washington Street) from the remainder of the building.

Upon inspection I have determined that with a few modifications the building will meet the necessary fire separation rating requirements. There are no other building issues that would prevent the two north commercial units from being split from the remainder of the building.

JRR:djb



PLANNING AND ZONING  
COMMUNITY DEVELOPMENT  
231.398.2805  
FAX 231.723-1546  
www.ci.manistee.mi.us

## MEMORANDUM

---

TO: Planning Commissioners

FROM: Denise J. Blakeslee   
Planning & Zoning

DATE: July 27, 2009

RE: Edmund Risdon - Parcel Split Request

Commissioners, we have received a Parcel Split request from Edmund Risdon. Mr. Risdon owns three vacant parcels (51-670-711-03, 51-670-711-07, 51-670-711-09) on Ninth Street. Mr. Risdon would like to reconfigure the parcels to allow more flexibility for future use.

The reconfiguration of the parcels is as follows:

Parcel #	Current dimensions/parcel area +/-		Proposed dimensions/parcel area +/-	
51-670-711-03	93.5 x 132	12,342 sq. ft.	80.5 x 132	10,560 sq. ft.
51-670-711-07	66 x 131.74	8,694.84 sq. ft.	80.5 x 132	10,560 sq. ft.
51-670-711-09	75.72 x 131.41	9,950.36 sq. ft.	74.42 x 131.41	10,523.73 sq. ft.

Due to a change in property depth from 131.41' to 132.35' the above dimensions are approximate.

The reconfiguration of the parcels meet the requirements of the Zoning Ordinance and could be recommended to City Council for approval.

:djb

# Request to Split a Parcel

Name and Address of Applicant: E. C. Risdon  
593 S. Glenhurst  
B'ham, AL 35209

Signature E. C. Risdon

Phone Numbers: Home 248.593.4940 <sup>(C)</sup> Work 248.225.2793

Name and Address of other parties who have an interest: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Phone Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_

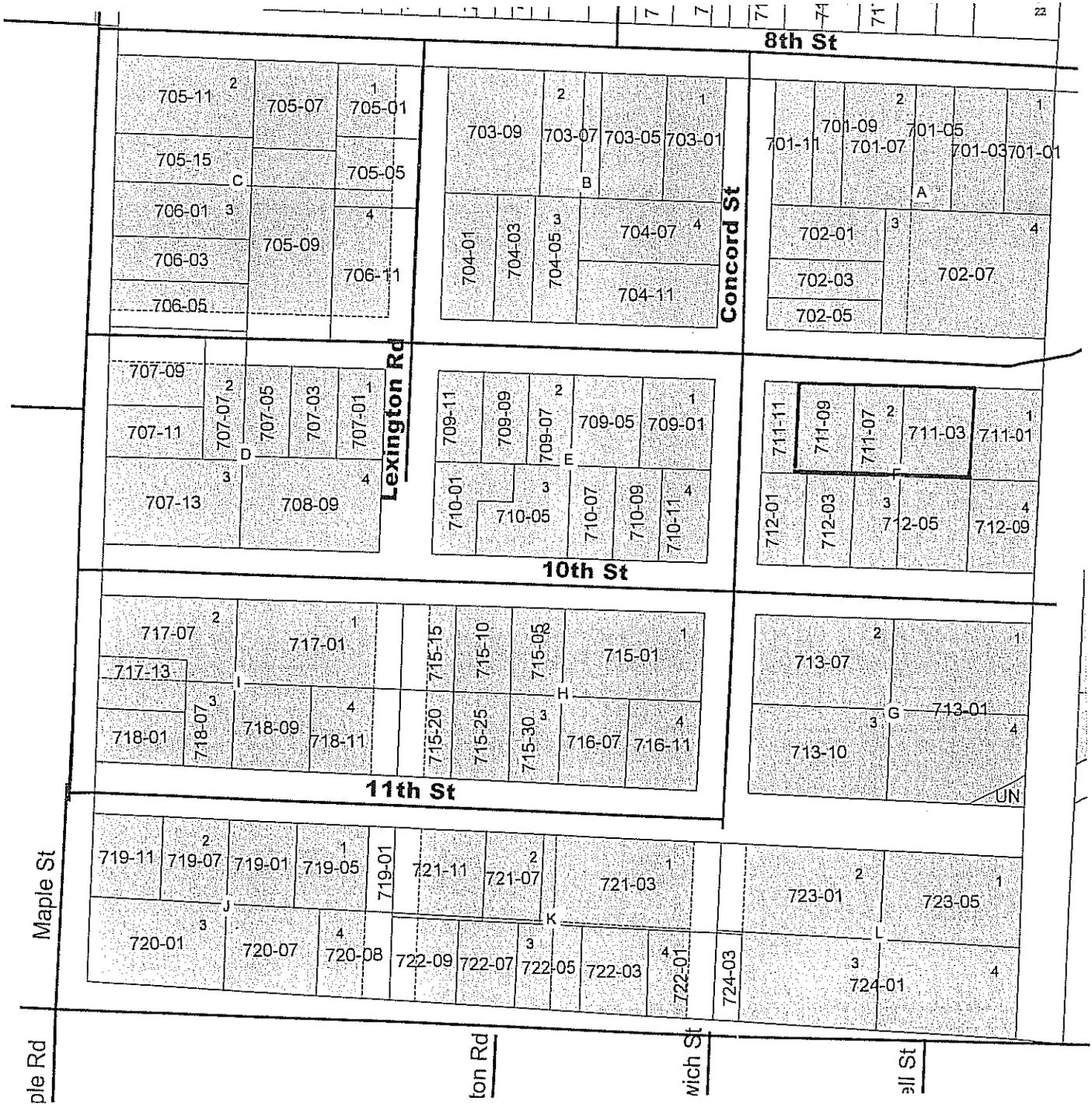
Parcel Identification Numbers for all parcels involved: 3 PARCELS INVOLVED

51-51-670-711-07 ~~1003~~ PARCEL "A" 66'(F) to 74.42'(F)  
51-51-670-711-09 Parcel "B" 75.72(F) to 80.50(F)  
51-51-670-711-03 PARCEL "C" 93.(F) to 80.50(F)

Reason for request: TO CONFORM WITH REVISED R-2 RESIDENTIAL  
ZONING REQUIREMENTS FOR 2 FAMILY HOUSING.

Attach a sketch or site plan of all parcels involved in the request. The sketch must include the location of buildings and/or structures, building set-backs, streets, street names and lot dimensions.

Fee: \$100.00 for first split + \$50.00 for each additional split. Receipt # \_\_\_\_\_



**Subdivisions**

 670\_Ramsdell\_&\_Benedicts\_Addition

1 inch equals 200 feet  
 6/2005

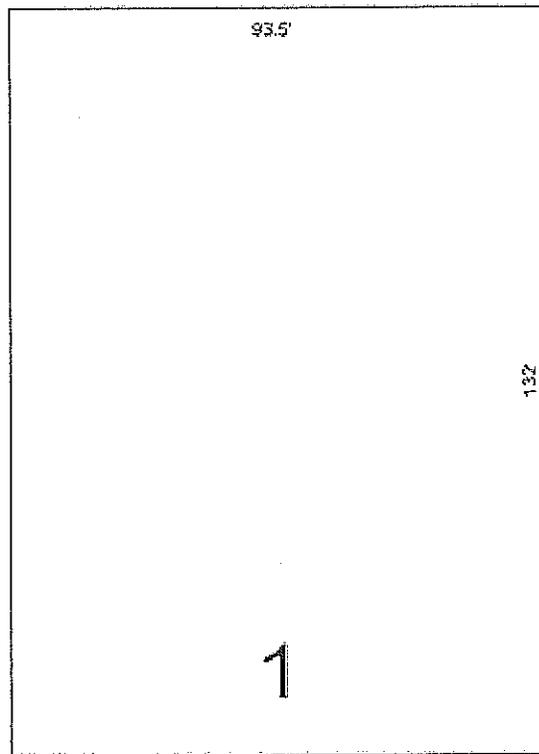


Image/Sketch for Parcel: 51-51-670-711-03

[Back to Non-Printer Friendly Version] [Send To Printer]

Caption: L001

# 9TH STREET



Sketch by Apex Media™

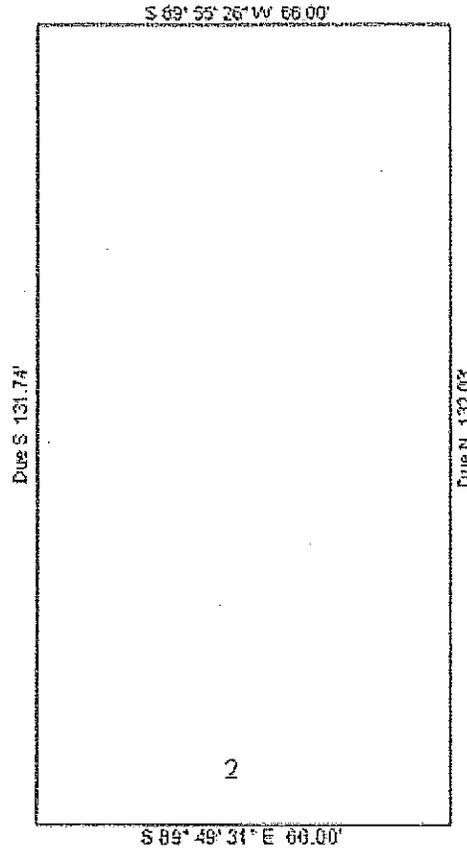
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Image/Sketch for Parcel: 51-51-670-711-07

[Back to Non-Printer Friendly Version] [Send To Printer]

Caption: L001

9TH STREET



Sketch by Apex Media™

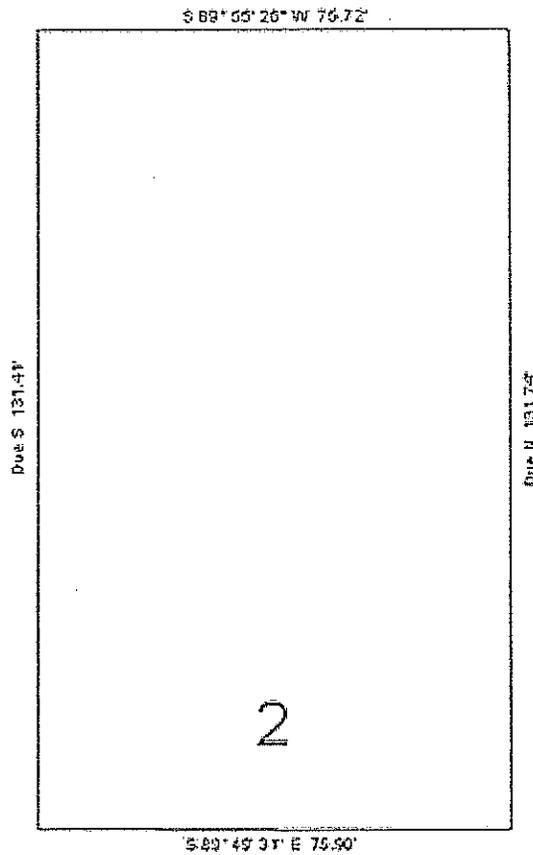
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Image/Sketch for Parcel: 51-51-670-711-09

[Back to Non-Printer Friendly Version] [Send To Printer]

Caption: L001

# 9TH STREET



Sketch by Apex Mapping™

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[Privacy Policy](#)

# CERTIFICATE OF SURVEY

I, CRAIG R. STAPLEY, LICENSED PROFESSIONAL SURVEYOR NO. 46687 IN MICHIGAN, CERTIFY THAT THIS DRAWING IS AN ACCURATE REPRESENTATION OF A BOUNDARY SURVEY PERFORMED UNDER MY DIRECTION FOR THE FOLLOWING DESCRIBED PARCEL OF LAND

**PARCEL "A"**

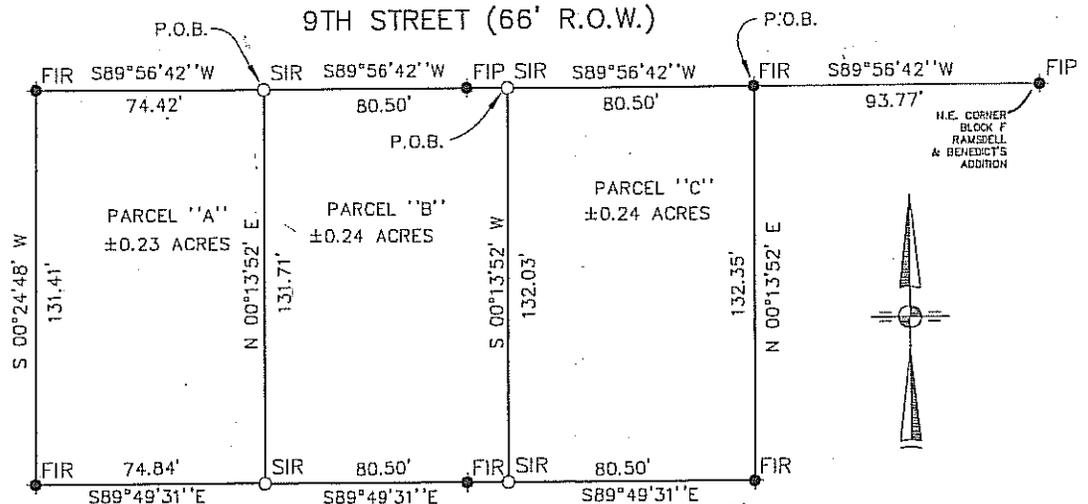
A PARCEL OF LAND IN BLOCK F OF RAMSDELL & BENEDICTS ADDITION TO THE CITY OF MANISTEE, MANISTEE COUNTY, MICHIGAN, DESCRIBED AS COMMENCING AT THE NORTHEAST CORNER OF SAID BLOCK F; THENCE SOUTH 89°56'42" WEST 254.77 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING SOUTH 89°56'42" WEST 74.42 FEET; THENCE SOUTH 00°24'48" WEST 131.41 FEET; THENCE NORTH 00°13'52" EAST 131.71 FEET TO THE POINT OF BEGINNING; PARCEL CONTAINING 0.23 ACRES OF LAND MORE OR LESS.

**PARCEL "B"**

A PARCEL OF LAND IN BLOCK F OF RAMSDELL & BENEDICTS ADDITION TO THE CITY OF MANISTEE, MANISTEE COUNTY, MICHIGAN, DESCRIBED AS COMMENCING AT THE NORTHEAST CORNER OF SAID BLOCK F; THENCE SOUTH 89°56'42" WEST 174.27 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING SOUTH 89°56'42" WEST 80.50 FEET; THENCE SOUTH 00°13'52" WEST 131.71 FEET; THENCE NORTH 89°49'31" WEST 80.50 FEET; THENCE NORTH 00°13'52" EAST 132.03 FEET TO THE POINT OF BEGINNING; PARCEL CONTAINING 0.24 ACRES OF LAND MORE OR LESS.

**PARCEL "C"**

A PARCEL OF LAND IN BLOCK F OF RAMSDELL & BENEDICTS ADDITION TO THE CITY OF MANISTEE, MANISTEE COUNTY, MICHIGAN, DESCRIBED AS COMMENCING AT THE NORTHEAST CORNER OF SAID BLOCK F; THENCE SOUTH 89°56'42" WEST 93.77 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING SOUTH 89°56'42" WEST 80.50 FEET; THENCE SOUTH 00°13'52" WEST 132.03 FEET; THENCE SOUTH 89°49'31" EAST 80.50 FEET; THENCE NORTH 00°13'52" EAST 132.35 FEET TO THE POINT OF BEGINNING; PARCEL CONTAINING 0.24 ACRES OF LAND MORE OR LESS.



**LEGEND**

- SIR SET 1/2" IRON ROD W/CAP #46687
- ⊕ FIR FOUND IRON PIPE
- ⊙ FIR FOUND 1/2" IRON ROD



CRAIG R. STAPLEY  
LICENSED PROFESSIONAL SURVEYOR No. 46687  
ABONMARCHE CONSULTANTS, INC.

6/04/09  
DATE OF CERTIFICATE

PLAT OF SURVEY FOR:

EDMUND  
RISDON



**ABONMARCHE CONSULTANTS, INC.**

361 First Street  
Manistee, Michigan 49660  
231-723-1198  
FAX: 231-723-1194

95 West Main Street  
Benton Harbor, Michigan 49022  
616-927-2295  
FAX: 616-927-4839

ARCHITECTS / ENGINEERS / SURVEYORS / PLANNERS

DATE: JUNE 4, 2009

DRAWN BY: CRS

SCALE: 1"=50'

SEC.12 T.21N R.17W